



CALIFORNIA WING OPERATING INSTRUCTION 26

8 MAY 2008

Communications

COMMUNICATIONS LOGISTICS - RECOVERY OF COMMUNICATIONS ASSETS REQUIRED BY MEMBERSHIP STATUS CHANGES

Background

California Wing must protect itself against the loss of communications assets not recovered from a member whose membership changes, expires or transfers. In each of these cases it is the responsibility of the assigned unit's commander and communications officer to recover assets from members leaving the Wing or CAP.

Policy

1. The California Wing Director of Communications (DC) or a designate will notify the unit commander and communications officer via electronic mail when a member in possession of communications assets appears on the CEMS Action Required (AR) report. Members will typically appear on this report when their membership is terminated, transferred or is within 30 days of expiration. A copy of the email notification will be sent to the appropriate group commander.
2. Upon receipt of the CEMS AR report notification, the unit commander and communications officer must take action to protect the asset assigned to the individual. In cases of membership termination or transfer the unit must recover the asset from the member. In the case of a member being within 30 days of membership expiration the unit must verify that the member intends to renew. If the member does not intend to renew, the asset must be recovered from the member.
3. Within 30 days from the date of email notification, the unit commander will provide a response describing the status of recovery of the asset or assets shown on the AR report. The status will include the asset tag number, serial number and disposition. Disposition information will include the date the asset was recovered, the date the membership was renewed or a description of the effort to recover the asset. This status should be sent via electronic mail to dc@cawg.cap.gov.
4. Once the asset has been recovered it will be transferred to the unit using a CAP Form 37C. The Form 37C should be executed by the unit and a signed copy sent to the CAWG/DC for processing in CEMS. The asset will be evaluated as to proper assignment and may be re-issued according to Table of Allowances and Mission Critical definitions.
5. If a positive response has not been received within 30 days of the email notification to the unit commander and communications officer, another copy of the notification will be sent to the impacted group commander with a copy to the California Wing Commander.
6. If the asset or assets shown on the CEMS AR report have not been cleared by the recovery of the asset or a change in membership status within 60 days of the original email notification, the unit will be placed on a communications asset assignment freeze. No additional communications

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assets will be issued to the unit or members of the unit until the equipment listed on the CEMS notification has been recovered.

7. The wing communications staff is available to assist in the recovery of assets impacted by membership change. The wing staff will monitor the recovery efforts of each unit and provide any assistance they can.

8. As a last resort, if a communications asset can not be recovered from a member shown on the CEMS notification, a report of survey must be completed per CAP Regulation 100-2, Para 4-7.

9. Units with more than one report of survey triggered by a membership status change in a 2 year period will be placed on a communications logistics freeze for a period determined by the Wing Commander. No communications assets will be issued to the impacted unit or individual members of that unit during the freeze.

Certified 8 May 08, Maj Michael A. Heil, DC